

Three Easy Steps To Submitting Your ADV Filing Through The New IARD System

(the Investment Adviser Registration Depository)

To Arizona State-Licensed Investment Adviser Firms (“IAs”):

Starting **August 9, 2001**, all of your ADV-Part 1 filings to the Securities Division of the Arizona Corporation Commission, and all amendments to your ADV-Part 1, must be made electronically through the NASDR’s IARD system. (Prior to August 9th, filings to the Division may be made either electronically through the IARD system as described below, or in paper form directly with the Division.)

All Arizona IAs should file their initial, electronic revised Form ADV-Part 1 on the IARD no later than October 15, 2001*

*In order to produce electronic filings through the IARD, each IA Firm must first become entitled to use the IARD system. Entitlement may take some time to process, therefore, the Division suggests you begin the paperwork **as soon as possible**.*

1. Become Entitled - Review and complete the enclosed entitlement paperwork and submit it, with *original* signatures, to the NASDR’s address for “IARD Entitlement Requests” (*please do not send this paperwork to the Division*):

- a) IARD User Account Acknowledgment Form
- b) IARD Account Administrator Entitlement Form - 2 copies
- c) IARD Participant Acknowledgment Form

As soon as the NASDR processes your paperwork, the NASDR will establish your firm’s IARD User Account, assign a CRD Number to your firm, and mail out your “confirmation packet.”

Please read the confirmation packet thoroughly before proceeding with steps #2 and #3 below.

Tip: Once your firm has received a CRD Number, you should deposit funds into your IARD Daily Account. Sufficient funds must be in your account in order to submit your firm’s Form ADV filing. The funds should cover your firm’s IARD Initial Set-Up Fee (\$150 in most cases).

2. Transition onto IARD - In this step, you tell the IARD system which states you are already registered in and have paid registration fees to in 2001. **WARNING: Do not skip this step before going on to Step #3.**

If you skip this step, the IARD will treat you as a “new” adviser and bill you again for state registration fees for 2001.

To transition your firm:

- Log onto the IARD system (<https://www.webiard.com/iad>) using the User Name and Password you received with your confirmation packet.
- On the IARD “**Site Map**” page, select “**ADV - New Filing**” from the “**Forms**” section.
- Click on and read the information for “**Existing Registrants**” at the top of the section (review this information even if your registration is currently “pending” in Arizona).
- Under the “**Transition**” section, choose the “**Submit Transition Registrations**” link (not “Submit Transition Notice Filings”). You will see a listing of states and a corresponding box next to each on the “**State Registration Transition**” form.
- Check the box for Arizona and any other state(s) in which you are currently registered.
- Click the “**Save**” button at the bottom in order to submit your Transition Filing.

Tip: The registration examiner at each state you checked will be asked to confirm that you are currently registered with that state. You **do not** have to wait for the states to confirm your existing registration before you begin step #3.

3. Submit your electronic revised Form ADV-Part 1 - Your Transition Filing (Step #2) should be completed and submitted before you begin to create your electronic revised Form ADV-Part 1. You **will not** be able to transition your state registration information if you first begin to create your electronic Form ADV.

To submit your electronic Form ADV (this is one of the ways to submit filings):

- Log onto the IARD system as above.
- On the IARD “**Site Map**” page, select “**ADV - New Filing**” from the “**Forms**” section.
- Choose the “**Submit an Other-than-Annual Amendment to your registration**” link. You will see the electronic Form ADV with basic information about your firm completed.

Tip: The boxes for the states you checked on your Transition Filing (Step #2) should already be filled in (“checked”). If you “*uncheck*” (deselect) any of those state boxes in Step #3, the system will change your registration status in the states you unchecked to “*withdrawal requested at end of year*.” Likewise, if you check a new state during Step #3, the system will charge you the state registration fees related to the newly checked state(s). **BE SURE YOU INTEND TO CHANGE YOUR FILING STATUS WITH ANY STATE BEFORE YOU CHANGE ANY OF THE BOXES IN THIS STEP.**

- Follow all of the filing instructions provided to complete your online **ADV-Part 1A** and **-Part 1B**. You may start this step as soon as you complete your Transition Filing (you do not have to wait for Arizona or any other state to confirm your existing registration status). You can save this Form and work on it over time.
- When you click “**Submit Filing**” to submit your Form, the system will automatically conduct a completeness check and let you know if any relevant information has been omitted.

Your electronic ADV filing should now be complete.

Additional Notes:

ADV-Part 2 - will continue to be filed on paper directly with the Division until the IARD will accept this electronically.

Audited Balance Sheets or other financial reports (if applicable) - will continue to be filed on paper directly with the Division.

U-4s - At this time, the IARD is not accepting electronic filings for Investment Adviser Representatives. Be watching the IARD website (www.iard.org) for IARD developments regarding the schedule for Investment Adviser Reps to transition onto the IARD.

Renewals - State registration renewal fees for IA Firms will be paid by the IA Firms through their IARD accounts for 2002. The NASDR is waiving its 2002 annual IARD fee (\$100 in most cases) for most state IA Firms. Please note that any Investment Adviser Representatives' renewal fees for 2002 must be paid separately, directly to the Division.

For additional information about the IARD system and how to use it, check out these web sites:

<http://www.iard.com> - the main web site for the IARD system

http://www.iard.com/firm_users_man.asp - the IARD Firms User's Manual

<http://www.nasaa.org> - investment adviser information

<http://www.sec.gov/divisions/investment/iard.shtml> - the SEC's IARD page

Still Have Questions?

If you have any technical questions about the new system, system navigation, or usage, contact:

The NASDR Call Center 240/386-4848

For questions regarding the entitlement, transition, or filing processes, please contact the following Division staff members:

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***If you do not own or have use of a computer to make an electronic filing, you have the following options:**

1. **Any Computer.** You may use any computer to fill out and submit your Form ADV on IARD. Thus, you could fill out and submit your Form ADV at a public library or any other place that provides public access to a computer.
2. **Service Bureaus.** Service bureaus will file your Form ADV for you, for a fee. A list of service bureaus is on the SEC's website at <http://www.sec.gov/iard>. (Note: There is no hardship exemption in Arizona.)